

Duty Regulations for Police Managers

1038.1 PURPOSE

This policy establishes duty regulations for Police Managers.

1038.2 POLICY

Police Managers are salaried employees and are expected to work the number of hours necessary to fulfill the responsibilities of their respective assignments or to meet the mission of the Department. Time worked beyond the regular workday that is incidental to fulfilling these responsibilities is expected to be without compensation. However, there are special circumstances when Managers will receive compensation, either through adjusting their regular working hours or by changing their regular days off.

Managers who are routinely required to work beyond the regular workday to fulfill their responsibilities may adjust their hours on the day of the occurrence or the day immediately following the occurrence with the permission of their immediate manager. Managers will not be allowed to accumulate hours for the purpose of taking complete workdays off at a later time. When Managers are required to work on what would regularly be a day off, they may change their days off within the same scheduling period with the permission of their immediate managers. Day off changes cannot be carried more than 30 days from the occurrence.

It is each manager's personal responsibility to ensure regular days off, vacation and holiday times are accurately projected in advance of the occurrence and approved by their manager. Any changes in the projection must be made through the use of the standard non-regular time reporting slip signed and authorized by their manager. When Managers are off duty during an administrative working day, they shall cause their absence and the required information to be reported to their commanding officer.